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2010 NSPS Town Hall



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Agenda

❖ To inform USAG Kaiserslautern NSPS employees and supervisors on the:

- ✓ Pay Pool Process
- ✓ Payout statistics
- ✓ Reconsideration Process
- ✓ Lessons Learned
- ✓ 2011 Pay Pool Milestones

❖ NSPS Panel - Answer NSPS questions.



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2010 NSPS Pay Pool Process



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2010 NSPS Pay Pool Process

- ❖ Performance Review Authority (PRA): LTC Kevin S. Hutchison
- ❖ Pay Pool Manager (PPM): Ms. Mary Himic
- ❖ Pay Pool Panel Members:
 - Mr. Jeff Crisp, DPTMS
 - Mr. Steve Pelletier, DFMWR
 - Ms. Mimi Azcarraga, DHR
 - Mr. William Holz, DPW



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2010 NSPS Pay Pool Process

- ❖ Total Number of Rated Employees: 74
- ❖ Pay Pool Funding
 - ❖ Element 1 (WGI, QSI, Etc.) = 2.30%
 - ❖ Element 2 (GPI) = 1.50%
 - ❖ Element 3 (Cash Awards) = 1.50%
 - TOTAL = 5.30%
- ❖ To use 100% funding = **60.53% salary/39.47% Cash Awards**

79 employees in
the pay pool.
Value:
\$ 93,916 (Element
1/2)
\$61,249 (Element 3)
\$155,165



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2010 NSPS Pay Pool Process

- ❖ The Pay Pool reviewed each Performance Appraisal Application (PAA) and voted on each objective rating and contributing factor. If the Pay Pool Panel could not validate the rating based on the Rating Official's (RO) assessment, it was returned to the RO for clarification.
- ❖ The RO resubmitted the PAA to the Pay Pool. It was reviewed a second time and the rating was either validated or the RO was directed to change the rating.
- ❖ Pay Pool Manager made the final decision if the panel members could not agree on the final rating.



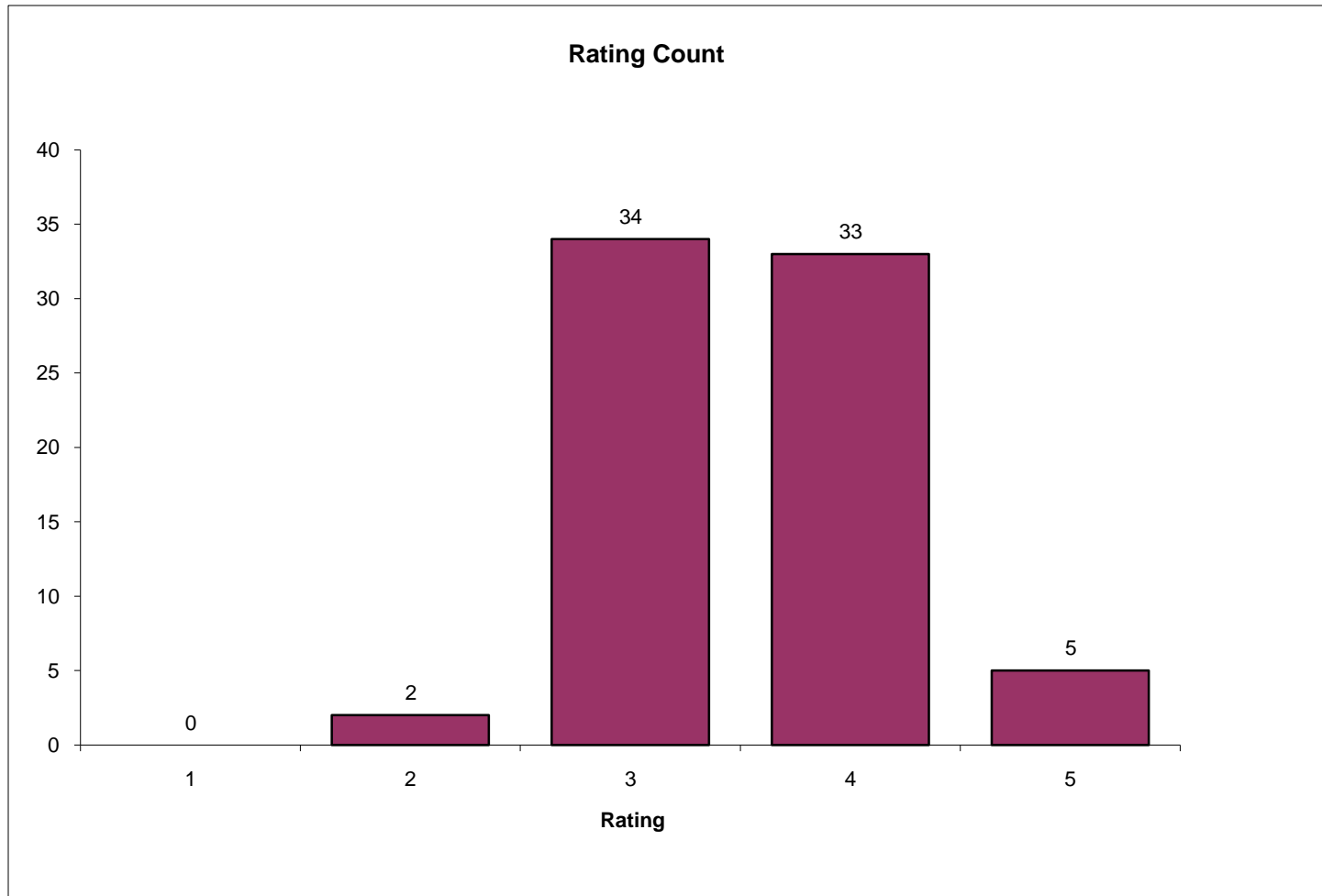
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2010 NSPS Payout Statistics



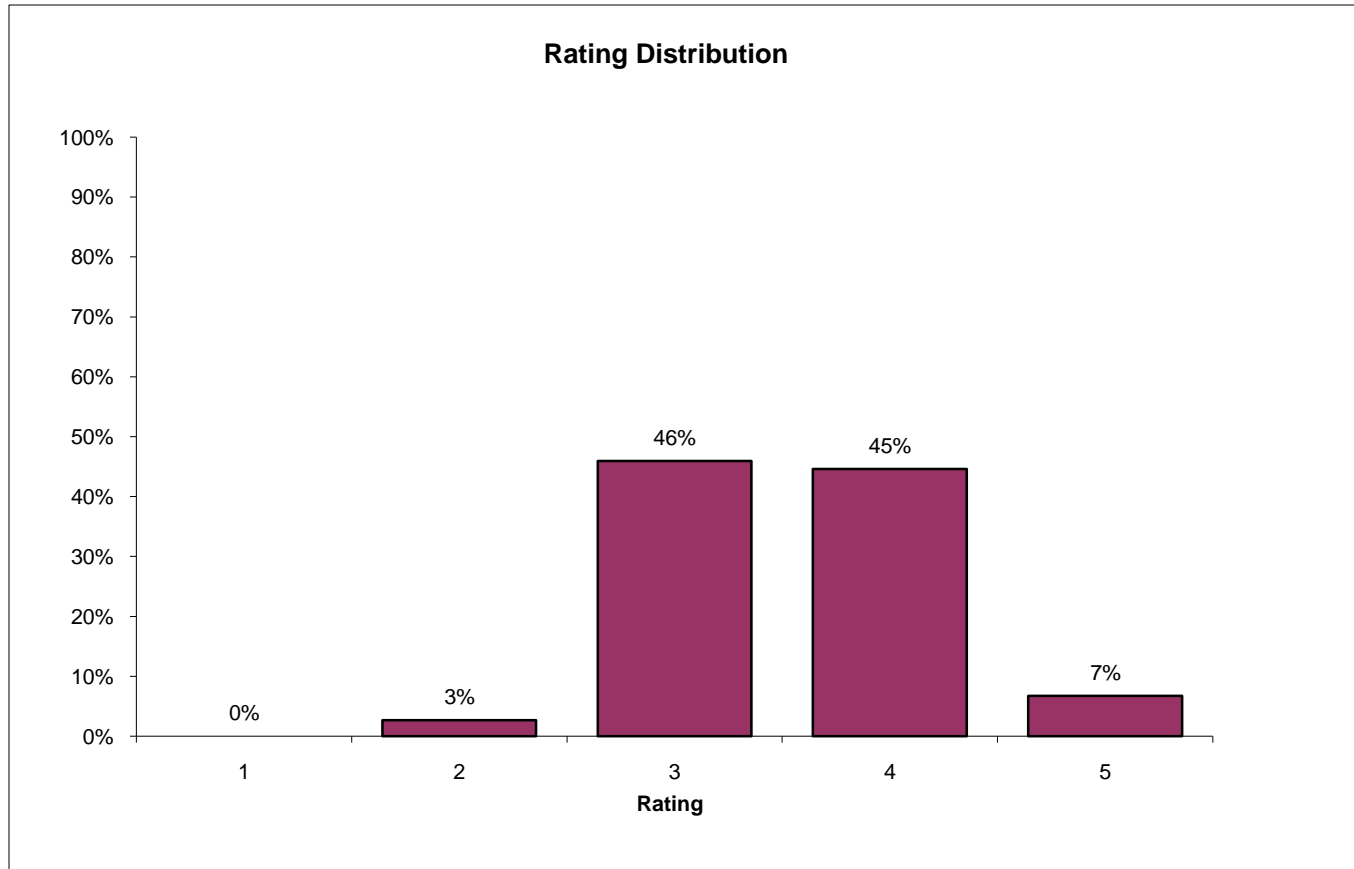
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Forced distribution of ratings is prohibited.

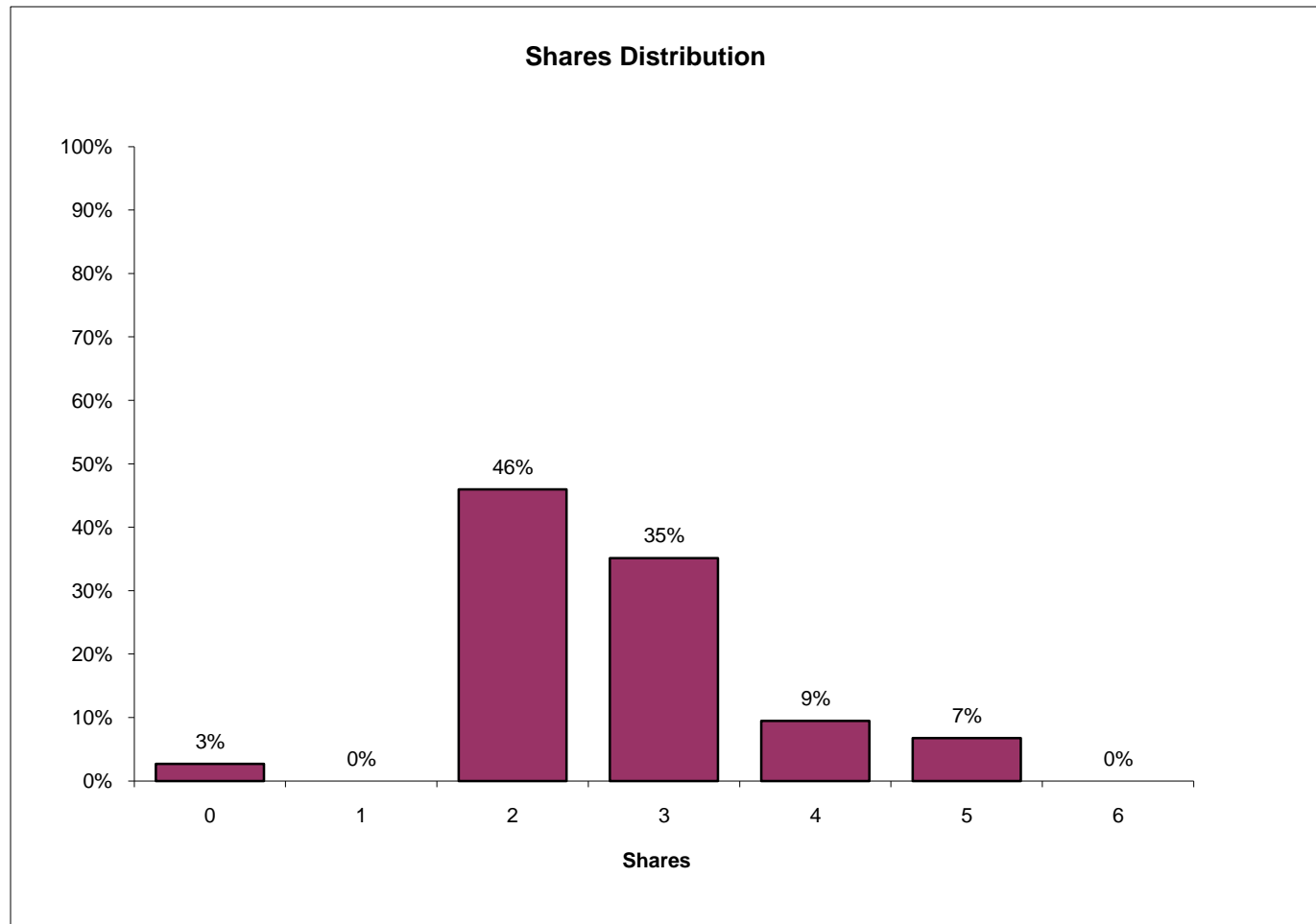


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2010 NSPS Pay Pool Process

IMCOM SEL Share Distribution Matrix

Rating level	Total of weighted ratings	Number of shares
5	4.76 – 5.00	6 shares
5	4.51 – 4.75	5 shares
4	4.01 – 4.50	4 shares
4	3.51 – 4.00	3 shares
3	3.00 – 3.50	2 shares
3	2.51 – 2.99	1 share



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Employee Averages

- **Average Employee Rating: 3.55**
- **Average Employee Share Assignment: 2.69**
- **Average Employee Payout: \$2,281**



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2010 NSPS Pay Pool Process

- ❖ Garrisons could not establish their own unique Business Rules that alter DoD, Army or HQ IMCOM supplemental guidance and Implementing Instructions.
- ❖ Examples: modifying funding guidance, other share distribution methodology, creating additional pay lanes, or using other calculation methods.



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Reconsideration Process



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Reconsideration Process (Employee)

- ❖ Employee requests must be submitted within 10 calendar days from the date the appraisal was finalized and available in MyBiz.
- ❖ Include final copy of DD Form 2906.
- ❖ Does not apply to an interim review, closeout assessment, narrative, performance share (number and/or value), performance payout distribution between base pay increase and bonus.



Reconsideration Process (Pay Pool Manager)

- ❖ Pay Pool Manager must render a written decision 15 calendar days from receipt of the employee's written request for reconsideration.
- ❖ 15 day time frame may be extended up to an additional 15 days, with employee notification, in accordance with SC1940.13.11. Extensions beyond the additional 15 days may be granted by mutual consent.
- ❖ Pay Pool Manager's decision is final, unless the employee seeks further reconsideration from the PRA.
- ❖ Employees dissatisfied with the Pay Pool Manager's decision, or if a decision is not provided within the prescribed timeframes, the employee may submit a written request for final review by the PRA or PRA designee within 5 calendar days of receipt of the Pay Pool Manager's decision or within 5 calendar days of the date the decision should have been rendered.



Reconsideration Process (Performance Review Authority)

- ❖ PRA will review the request and confer with the Pay Pool Manager, or conduct further inquiry as he or she deems appropriate, before rendering a written decision to the employee within 15 calendar days of the receipt of the written request (to the PRA) from the employee.
- ❖ 15 day time frame may be extended up to an additional 15 days, with employee notification, in accordance with SC1940.13.11. Extensions beyond the additional 15 days may be granted by mutual consent.
- ❖ The decision of the PRA is final.



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Lessons Learned



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Lessons Learned

1. NSPS is still more time consuming than TAPES.
2. Employee Objectives
 - One Objective should not be weighted more than 40%
 - Employees should have a maximum of three objectives
 - Supervisors should have a maximum of four objectives
 - Employee training should not be listed as an objective--IDP drives the training for progressive development
3. Employee Self-Assessments:
 - Accomplishments should not be identified without results
 - Awards/Accomplishments should only be recognized under one objective
 - Address each individual objective
4. Rating Officials should:
 - Attend at least one of the writing assessment classes. Take the time required to write a quality assessment
 - Provide justification to support the recommended rating
 - Address each Individual objective



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Lessons Learned

4. Rating Officials Should (con't):

- **Get employees under an approved plan as early as possible**
- **Focus ratings on results**
- **Apply rating criteria fairly and consistently**
- **Provide advice to employees on preparation of their self-assessments and provide feedback after rating cycle**
- **Use of contributing factors were poorly justified. Use and apply contributing factors correctly. (i.e. Justification supported Level 4; rater assigned Level 3 and then used contributing factors to plus up employee)**
- **Ensure grammar and spelling are correct**
- **Address discrepancies between employee's self assessment and RO assessment**



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Lessons Learned

4. Rating Officials Should (Con't):

- Focus on results – what was the impact of your actions?
- Provide sufficient justification for raising/lowering ratings.
- Complete your annual self-assessment by the last day of the rating period.
- Be prepared to invest time to justify rating.
- Take responsibility for rating.
- Be prepared when Pay Pool Panel calls.



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Lessons Learned

5. Employees/Rating Officials. Do Not:

- List accomplishments without reference to an objective or without describing the results achieved
- Use acronyms or terms which may not be understood by others, e.g., organizational or project acronyms. Spell out the entire acronym at least once in the assessment.
- Cite accomplishments which occurred in earlier rating cycles
- Use language from your job description or the generic performance indicators
- Assume the pay pool panel is familiar with your job
- Use people's names when citing cases (e.g., adverse action cases)



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Lessons Learned

6. Describe your significant accomplishments for each objective

- Difficult
- One of a kind
- First time
- High visibility
- Scope and impact
- Large volume
- Innovation required
- Results obtained
- Describe the result of your contribution – mission accomplishment /organizational goal achieved



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Lessons Learned Con't

7. Misc:

- **Keep records of your work**
- **Substance is more important than style**
- **Use action verbs, not adverbs (tell the what, not the how)**
- **Providing a good assessment takes more training than expected**
- **Self-assessments should focus on objectives and results**
- **Supervisor assessments ditto + organizational goals**



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Lessons Learned Con't

8. Writing Assessment Tools:

- *CPAC offers writing assessment training.*
- *iSuccess* (web-based training) is also available to assist employees with writing job objectives and self assessments.

<http://www.cpms.osd.mil/nsps/iSuccess/>



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2011 NSPS MILESTONES

- 12 Apr – 23 Apr 10 Interim Reviews
- 30 Sept 10 Employee Assessments Due
- 8 Oct 10 RO Assessments Due
- 15 Oct 10 HLR Review Completion
- 15 Oct 10 New Objectives due to RO
- 20 Oct 10 New Objectives due into HLR
- 29 Oct 10 New Objectives Approved by HLR
- 1-5 Nov 10 Pay Pool Panel Meets

* This is a proposed timeline dependent on the GS transition timeline



Recommendations

- ❖ Employees and rating officials keep a list of accomplishments and outcomes to help with developing assessments.
- ❖ Rating Officials and Higher Level Reviewers should now start scheduling around the pay pool panel meetings.



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Transition to GS

- ❖ There is a new page on the CHRA Website to provide information on the transition back to GS. The link is:

<http://cpolrhp.belvoir.army.mil/eur/transout/index.htm>

- ❖ There are no official timelines as to when the conversion will take place. We will provide information as soon as it is officially released.



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Panel Questions?



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- POC for NSPS QUESTIONS
 - Ms. Yanir Hill 493-4081
 - Yanir.m.hill@eur.army.mil



TAPES Question

- TAPES: 120 day minimum rating period
- NSPS: 90 day minimum rating period

<http://cpol.army.mil/library/permis/B500.html>